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PROCEDURES FOR THE EXCHANGE OF INFORMATION ON EXTERNAL RESEARCH (CONTRACT) STUDIES

- I. Background. The senior intelligence production managers have expressed a desire to improve the sharing of information on external research (contract) efforts. As a result, the IPC Staff was charged to develop procedures for the systematic exchange of contract proposals and status of studies in progress, and to ensure that products (study results) are made available to the members of the Intelligence Community.
- II. Objectives. The objectives for implementing procedures for the exchange of information on external research studies are to: (a) make the producers aware of contract proposals being considered by other intelligence producers; (b) compare proposals by other producers for the purpose of reducing duplication wherever possible; (c) participate, where mutually beneficial and practical, in cooperative contract efforts; and, (d) make the producers aware of the progress and products of contract efforts. (Tab I provides management guidelines.)
- III. Definition and Scope. In order to provide a frame of reference for the extent of external research to be affected by these procedures, the following applies:
 - A. Definition. An external research and analysis contract study is a research project paid for by federally appropriated funds, conducted by a Federal Contract Research Center (FCRC), a research institute or university, an individual, another government organization, or a profitmaking commercial vendor, which performs substantive intelligence analysis for a federal government department or agency, that results in or contributes to the production of a finished intelligence product or products.

- B. Inclusion. External research in this context also includes projects which result in new analytical tools and new methodologies, such as computer models or algorithms, which are designed to solve specific analytical problems or sets of problems.
- C. Minimum Cost. The normal minimum cost for proposals to be included in these procedures is the equivalent of about one-half manyear per year for the duration of the contract. If, in the judgment of the originator, a proposed contract of lesser cost will be of significance to other producers, that contract proposal should be forwarded to other producers for information.
- D. Exclusions
1. Some external research efforts, although within the definition stated above, are of such a sensitive, controlled nature that neither the knowledge of the contract nor the results would be made available to the Intelligence Community except on an extremely limited basis and would not be accessible through the library system or product distribution centers. These are excluded.
 2. Also excluded is other external research that is tangential to the spirit and purpose of these procedures. This includes, but is not limited to, contracts for services such as translations, graphics, or printing support; and, inter- or intra-service/departmental support agreements.
 3. Contracts for the development of specific techniques to extract and process data from technical collection signals are excluded; however, the results of such efforts will be shared by all concerned organizations under the terms of these procedures.
 4. Intelligence studies contracted for with non-NFIP funds are excluded at the discretion of the originating organization.

- E. Scope. These procedures are for the purpose of keeping producers of intelligence informed of external research being proposed, external research efforts in progress, and products of such efforts.

IV. Information Exchange Cycle

- A. In order to make maximum use of existing schedules for the cycle of exchange of information on contract proposals, status of contracts in progress, and products, the following schedule should be adhered to:

1. July—Starting in July 1983 GDIP contract proposals for the next program year will be made available to other producers for about a nine-week review period. Concurrently, CIA will provide a quarterly status report on ongoing projects and new proposals for information and comment. Three to four weeks should be available for feedback to CIA. Producers will have the opportunity to become aware of contract proposals of other producers, have the option of investigating the proposal in detail with the originating office and/or forwarding comments, if appropriate, to the originator, and request a copy of the product if desired. The purpose of this review process is to provide the producers with an opportunity for in-house review of his/her organization's external research efforts in relation to those of other producers and for making resource decisions based on that information.
2. October—CIA will make available to other producers its contract proposals for the next quarter and provide another status report. Three to four weeks should be available for feedback.
3. November—Starting in November 1983 each producer (except CIA) will forward to the other producers a status report of contracts in progress, modified, cancelled, or completed.

4. January—CIA will provide another quarterly status report and new proposals. Three to four weeks should be available for feedback.
5. February—Starting in February 1984 another status report, in the form of Congressional Budget Justification Book (CBBJ) pages that incorporate external research projects of each producer, will be forwarded to all producers by the Director, Program and Budget Staff, IC Staff, either directly or through the originating organization. This format will provide a three-year overview of external research efforts.
6. April—CIA will make available its new contract proposals and another status report. Three to four weeks should be available for comment.

(This will conclude the first year's information exchange cycle.)

- B. In some cases contract proposals may not be developed coincident with the cycle just described. Whenever this occurs, the originating organization should forward to the other producers, for information and comment as appropriate, a description of the proposal which, in the absence of an existing standardized format, should incorporate the following elements:

1. Title
2. Abstract
3. Proposed start date and duration
4. Project manager or COTR
5. Intentions for product distribution
6. Security constraints
7. Purpose/justification of contract
8. Contractor, if known

If possible the originator should allow three weeks for comments by the other producers. If circumstances do not permit the opportunity for dialogue, then the originator should provide the above information to the other producers whenever

occurring or during the next regularly scheduled information exchange/status report period.

- C. The contract proposal format may be in the form of CBBB pages, available standard contract forms, or other descriptive format, such as in paragraph IV.B. above, which includes sufficient data for other producers to have some understanding of what is being proposed.
 - D. The status report format may be in any readable format which will permit a reader to trace the life of a contract from inception to product. The first time a new contract appears in a status report the entry should include elements 1-5 of paragraph IV.B. above in order to correlate the contract with a proposal. Thereafter, the title, duration of contract, COTR, and any modifications to the basic contract (when occurring) should be sufficient. All external research contracts, except those excluded in paragraph III.D. above, regardless of cost, should be included in the status report.
 - E. At the end of a contract life, a final status report entry should indicate the disposition of a product—to a library, documentation center, or to some standard distribution list.
 - F. This information exchange is not intended to change the frequency or timing of existing status reports already prepared by the State Department (monthly) or by S&T production elements (quarterly) which are or should be distributed to all points of contact.
- V. **Point of Contact.** Each organization has a single point of contact identified to whom proposals and status reports will be forwarded. It becomes the responsibility of that point of contact to ensure that the information is appropriately distributed within his/her organization, that appropriate actions, comments, or recommendations are made, and that the other producers receive in a timely manner his/her organization's external research information.

- VI. **DCI Production Committee Role.** Each point of contact should ensure that contract proposals and status reports are provided to the Executive Secretaries of the appropriate DCI Production Committees for information. Producers may wish to solicit the support of appropriate committees to evaluate a contract, proposal, or product.
- VII. **IPC Staff Role.** Each point of contact should ensure that contract proposals and status reports are provided to the IPC Staff for information. The IPC Staff is responsible for ensuring that these procedures are effective.
- VIII. **Distribution of Proposals and Reports.** The following distribution for proposals and status reports is recommended:
- a. CIA
 - b. DIA
 - c. NSA
 - d. State/INR
 - e. GDIP Staff
 - f. USA
 - g. USAF
 - h. USN
 - i. USMC
 - j. Executive Secretaries, DCI Production Committees (as appropriate)
 - k. Director, Program and Budget Staff, IC Staff
 - l. IPC Staff

TAB I

GUIDELINES

EXCHANGE OF INFORMATION ON EXTERNAL RESEARCH (CONTRACT) STUDIES

These guidelines are offered as a management aid to ensure that the basic procedures are effective.

1. Each organization should be aware of the external research studies being accomplished throughout the Community.
2. Managers, line supervisors, and analysts at each level within an organization need to be aware of the information available through the execution of these procedures and how and with whom to communicate as they prepare to develop a contract proposal.
3. In the contract review process, managers should be assured that all available sources have been examined to determine the extent of similar work elsewhere.
4. Managers should examine other contract proposals in the information exchange to determine whether cost savings can be realized through joint effort, re-direction of effort (viz., a complementary or follow-on study) or by dropping a proposed study.
5. Managers should ensure that at least one copy of each external research study is delivered to that organization's library. A copy of each product which meets the classification criteria should be sent to the Defense Technical Information Center or similar documentation center.
6. Organizational managers responsible for library operations should encourage a dialogue among the Community library managers to ensure that documents, indices, or reference materials that refer to external research studies are accessible throughout the Community.

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